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Approval:	Original Signed by Mark Arenaz Manager, National Spent Nuclear Fuel Program	Date:	12/18/01
Approval:	Original Signed by Robert Blyth NSNFP Quality Assurance Program Manager	Date:	12/18/01

I. PURPOSE AND SCOPE

This procedure describes the National Spent Nuclear Fuel Program (NSNFP) method for verifying the experience of personnel assigned to perform or manage design activities, scientific investigation activities, or software development activities, or items. The procedure applies to NSNFP personnel who verify or manage the verification of design activities, scientific investigation activities, software development activities, or items. The minimum education and experience requirements for NSNFP personnel assigned to these *technical work* (see glossary) activities are established by this procedure.

This procedure provides the method to verify the minimum education and experience requirements for NSNFP quality assurance lead auditors, auditors, or technical specialists assigned to perform NSNFP audit or surveillance activities. The education and experience requirements for lead auditors, auditors, and technical specialists is stipulated by a NSNFP Program Management Procedure (PMP) 18.04.

II. SUMMARY

This procedure provides a description of each NSNFP functional position performing or verifying technical work in accordance with NSNFP procedures. The position descriptions and *relevant experience* (see glossary) requirements are presented in Attachment A. Due to the diversity of experience required by NSNFP to meet program objectives, individual experience needs associated with the NSNFP technical staff positions varies within the boundaries of the required general academic areas described in the attachment. The specific relevant experience requirements for each individual within the technical staff are further defined (as required), documented, and approved by NSNFP management as part of the documentation supporting verification of experience. Similarly, the range of acceptable experience or acceptable combinations of experience and education for lead auditors is broad and is, therefore, further defined on an individual basis through the execution of the documentation supporting verification of experience.

III. PROCEDURE

A. Initiating Conditions for Personnel Experience Verifications

- | | | |
|------------------------------|----|---|
| Manager,
NSNFP or
QAPM | 1. | Assign new personnel or reassigns NSNFP personnel to a Department of energy Idaho Operations Office (DOE-ID) NSNFP Management Organization functional position indicated by Attachment A, NSNFP Functional Position Descriptions and Experience Requirements. |
| | a. | Notify the NSNFP Training Coordinator of new or changed assignments. |




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|---|----|---|
| PSO Manager | 2. | Assign new personnel or reassign NSNFP personnel to a PSO functional position requiring personnel experience verification as indicated by Attachment A, NSNFP Functional Position Descriptions and Experience Requirements. |
| | a. | Notify the NSNFP Training Coordinator of new or changed assignments. |
| QAS Manager | 3. | Assign new personnel or reassign NSNFP personnel to a QAS functional position requiring personnel verification as indicated by Attachment A, NSNFP Functional Position Descriptions and Experience Requirements. |
| | a. | Notify the NSNFP Training Coordinator of new or changed assignments. |
| NSNFP Point of Contact for procuring staff augmentation | 4. | Notify the NSNFP Training Coordinator of planned staff augmentation. |

B. Performing Personnel Experience Verifications

- | | | |
|--|----|--|
| NSNFP Training Coordinator | 1. | Upon notification of new or changed assignment, initiate a Personnel Experience Verification form (NSNFP Form 2.08-1). |
| | 2. | Coordinate with the individual's NSNFP manager or NSNFP Point of Contact for procuring staff augmentation to select the functional position and relevant experience requirements applicable to the technical work assignments planned for the candidate. |
| | a. | Using Note 3 or Note 4 of Attachment A as applicable, further define the experience requirements for the individual beyond the minimum general fields stipulated in the attachment. |
| | 3. | Coordinate with the candidate to identify the individual's personal experience that is applicable to the minimum experience requirements. |
| | a. | Obtain the individual's acknowledgement that the identified experience will be independently verified subject to privacy act provisions. |
| Individual's NSNFP Manager or NSNFP Point of Contact | 4. | Review and approve the candidate's identified experience as relevant pending verification. |
| | a. | Provide justification for personnel who do not meet the minimum education and experience requirements. Describe any restrictions if appropriate. Example restriction: The individual may perform work under the direction and observation of (list names of individuals) and the work shall be subject to performance of a checker function. The individual may prepare but shall not approve engineering documents. |

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| Individual's
NSNFP
Manager or
NSNFP Point
of Contact | (1) | Formulate justifications considering generic guidance from ANSI/ANS 3.1-1993, ANSI N18.7-1976 (ANS 3-2), and U.S. NRC Regulatory Guide 1.8. |
| NSNFP
Training
Coordinator | 5. | Provide training materials and confirm training for individuals from NSNFP assigned to perform personnel experience verifications (Verifiers) in accordance with NSNFP Form 2.08-1. |
| NSNFP
Training
Coordinator or
NSNFP Verifier | 6. | <p>Using Form NSNFP 2.08-1, document the verification of personnel experience. To ensure the provisions of the Privacy Act are appropriately followed, request a Human Resource specialist to accompany you.</p> <p>a. Describe any indeterminate verifications.</p> |
| NSNFP
Training
Coordinator | 7. | Review verifications for completeness. |
| Individual's
NSNFP
Manager or
NSNFP Point
of Contact | 8. | <p>Coordinate with the individual's NSNFP manager or NSNFP Point of Contact procuring staff augmentation to obtain resolution of indeterminate verifications.</p> <p>a. Provide signed written justifications when verifications cannot be accomplished due to unavailable sources such as terminated businesses. Describe any restrictions, if appropriate.</p> <p>b. Formulate justifications considering generic guidance from ANSI/ANS 3.1-1993, ANSI N18.7-1076 (ANS 3-2), and U.S. NRC Regulatory Guide 1.8.</p> |
| NSNFP
Training
Coordinator | 9. | Distribute the executed Verification of Experience as indicated in NSNFP Form 2.08-1. |
| | 10. | Retain the signed and executed Verification of Experience (NSNFP Form 2.08-1) with attachments in the individual's NSNFP in-process training file. |

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IV. REFERENCES

- A. ANSI/ANS 3.1-1993, American National Standard for Selection, Qualification, and Training of Personnel for Nuclear Power Plants.
- B. ANSI N18.7-1976 (ANS 3-2), American National Standard Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants, Revision of N18.7-1972.
- C. U.S. NRC Regulatory Guide 1.8, Revision 3, "Qualification and Training of Personnel for Nuclear Power Plants."

V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, NSNFP Functional Position Descriptions and Experience Requirements

VII. RECORDS

The following records generated as a result of this procedure require retention in accordance with the identified classification and PMP 17.01.

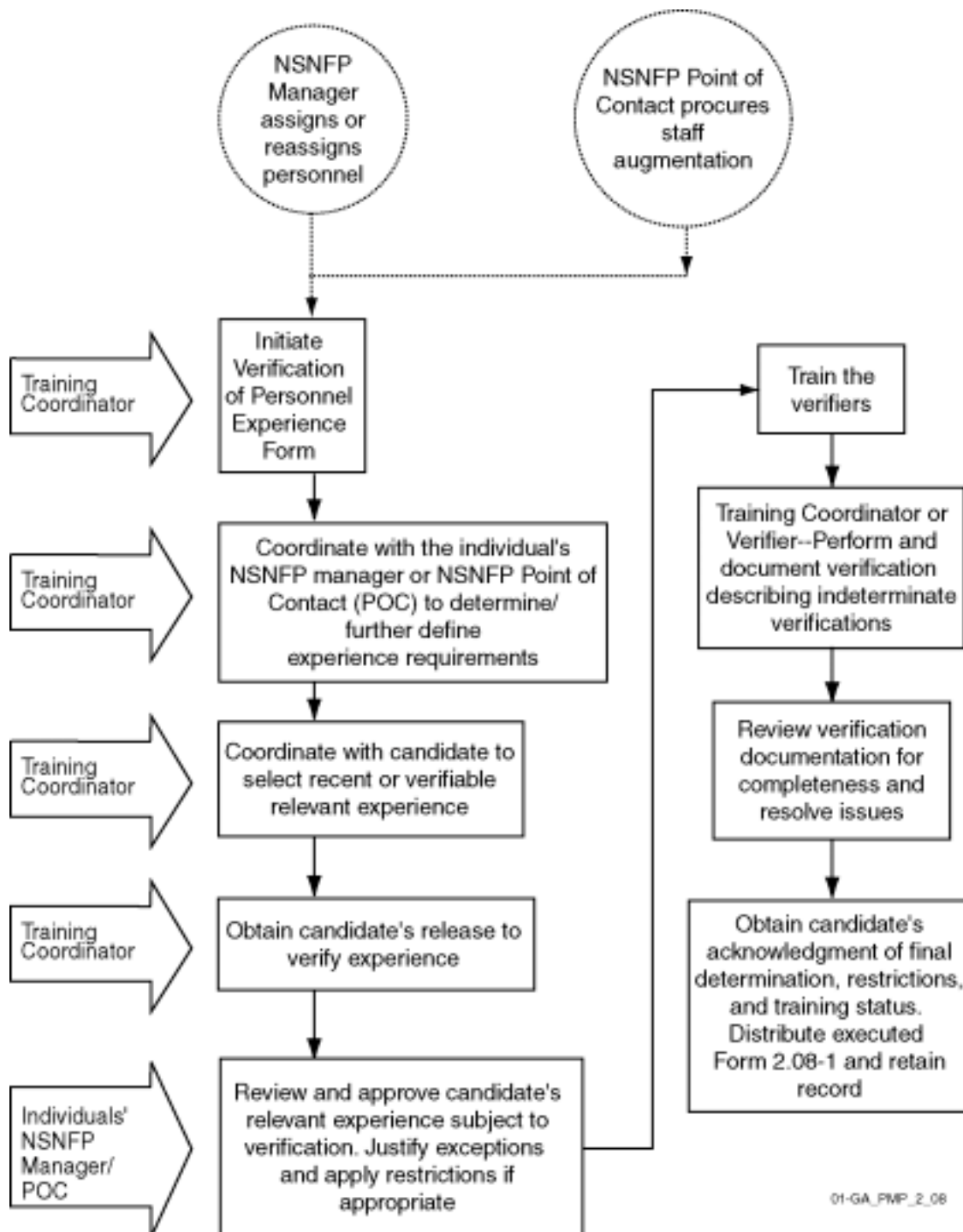
Lifetime


Completed Verifications of Experience with attachments

Nonpermanent

None.

VIII. PROCEDURE FLOW DIAGRAM



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Attachment A

NSNFP Functional Position Descriptions and Experience Requirements

Personnel experience verification is required for individuals assigned to the listed NSNFP functional positions.

In all of the positions below, the required combined years of experience is composed of an academic degree plus work experience in the technical area or solely work experience in the technical area. For this purpose, a post-secondary degree is valued in work experience years. Two years of relevant post secondary education is equivalent to 1-year relevant work experience. Total credit for post secondary education shall not exceed 2 years of work experience credit. (ANSI Standard ANS 3.1 at 4.1.2.4).

All positions require a minimum number of years relevant work experience in the technical area. When annotated, a relevant academic degree is mandatory and may comprise up to 2 years of the required work experience.

NSNFP Functional Position	Functional Position Description (Scope, Complexity, and Nature of Work)	Experience Requirements		
		Relevant Academic Degrees in a General Field	Requiring Minimum Years of Relevant Work Experience	ANS 3.1 Generic Guidance
Note (1) Manager, NSNFP	Provide overall programmatic management to establish and execute policy and strategic planning. Prepare, review, or approve program management plans and procedures as well as documents related to policy and strategic planning.	<ul style="list-style-type: none"> • Business Management • Engineering • Physical Science 	Six years including 5 years in a supervisory or management position. Engaged in project management and/or multi-discipline work planning in a nuclear or nonnuclear-related work. The nonnuclear-related experience is acceptable provided the relevant experience of the PSO manager and technical leads is in nuclear-related activities.	Paragraphs 4.2 and 6.3



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Attachment A

NSNFP Functional Position	Functional Position Description (Scope, Complexity, and Nature of Work)	Experience Requirements		
		Relevant Academic Degrees in a General Field	Requiring Minimum Years of Relevant Work Experience	ANS 3.1 Generic Guidance
Note (4) QAPM	<p>Establish and manage the NSNFP QA Program to meet programmatic commitments derived from nuclear industry standards. Prepare, review, or approve program-related documents as stipulated by procedures.</p> <p>Provide and manage formal oversight to include verification of design, software development, and scientific investigation activities.</p>	<ul style="list-style-type: none"> Engineering Physical Science 	Four years including 1 year of experience performing quality verification activities as a lead auditor or inspection supervisor and 1 year in Quality Assurance Program supervisory or management position.	Paragraph 4.3.7 and 6.3
Notes (2)(3) Manager, PSO	<p>Prepare, review, or approve program-related documents including engineering documentation as stipulated by procedures.</p> <p>Consistent with nuclear industry standards, manages technical work, including the performance of design, software development, and scientific investigation activities. Check technical work.</p> <p>PSO technical leads: When directed, act on behalf of the PSO manager during the manager's absence.</p>	<ul style="list-style-type: none"> Engineering Physical Science 	<p>Four years including 3 years in a management or supervisory position and 6 months prior experience within NSNFP.</p> <p>Engaged in design, scientific investigation, or software development activities in the nuclear industry.</p>	Paragraph 4.2.4, except special requirements.



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Attachment A

NSNFP Functional Position	Functional Position Description (Scope, Complexity, and Nature of Work)	Experience Requirements		
		Relevant Academic Degrees in a General Field	Requiring Minimum Years of Relevant Work Experience	ANS 3.1 Generic Guidance
Notes (3) PSO Technical Lead	Prepare, review, or approve program-related documents including engineering documentation as stipulated by procedures.	<ul style="list-style-type: none"> Engineering 	Four years including 1 year in a supervisory or management position and 3 months prior experience within NSNFP.	Paragraph 4.3.9
Notes (3) PSO Technical Lead	Prepare, review, or approve program-related documents including engineering documentation as stipulated by procedures. Consistent with nuclear industry standards, perform or check technical work including design, software development, or scientific investigation work.	<ul style="list-style-type: none"> Engineering Physical Science 	Four years engaged in design activities, scientific investigation, or software development.	Paragraph 4.4.10
Note (4) QAS Manager	Prepare, review, or approve program-related documents as stipulated by procedures. Consistent with nuclear industry standards, manage independent oversight activities to include verification of technical work related to the performance of design, software development, and scientific investigation activities.	<ul style="list-style-type: none"> Engineering Physical Science Mathematics Quality Assurance Business Administration 	Four years including 1 year of experience performing quality verification activities as a lead auditor or inspection supervisor and 1 year in Quality Assurance Program supervisory or management position.	4.4.13 except the QARD or ANSI/ASME NQA-1 1983 is substituted for ANSI/ASME NQA-1 19889.



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Attachment A

NSNFP Functional Position	Functional Position Description (Scope, Complexity, and Nature of Work)	Experience Requirements		
		Relevant Academic Degrees in a General Field	Requiring Minimum Years of Relevant Work Experience	ANS 3.1 Generic Guidance
Note (4) Quality Assurance Specialist or PSO QE	Prepare, review, or approve program-related documents as stipulated by procedures.	<ul style="list-style-type: none"> Engineering Physical Science Mathematics Quality Assurance 		Paragraph 4.5.6 except the QARD or ANSI/ASME NQA-1 1983 is substituted for ANSI/ASME NQA-1 1989.
Quality Assurance Program Lead Auditor	Consistent with nuclear industry standards, perform verification related to the technical work, including design, software development, and scientific investigation activities.	<ul style="list-style-type: none"> As stipulated by NSNFP Program Management Procedure (PMP) 18.04 	As stipulated by NSNFP PMP 18.04	Paragraph 4.5.6 except the QARD or ANSI/ASME NQA-1 1983 is substituted for ANSI/ASME NQA-1 1989
Auditors or Technical Specialist (Assigned to NSNFP Audits or Surveillance activities)	Consistent with nuclear industry standards, perform verification related to the technical work, including design, software development, and scientific investigation activities.	<ul style="list-style-type: none"> As stipulated by NSNFP Procedures for Qualification of Audit Personnel 	As stipulated by NSNFP Procedures PMP 18.04	Paragraph 4.5.6 except the QARD or ANSI/ASME NQA-1 1983 is substituted for ANSI/ASME NQA-1 1989
<p>(1) A relevant academic degree is mandatory for this position.</p> <p>(2) A relevant academic degree in a technical area is mandatory for this position.</p> <p>(3) The selection of the technical area (discipline/background) is further defined and documented for specific individuals on NSNFP Form 208-1. Example selections: materials science engineering, metallurgy, metallurgical engineering, chemistry (general, inorganic, organic, physical), physics, biology, chemical engineering, general engineering, nuclear engineering, mechanical engineering, engineering mechanics, ceramist/ceramics engineering, welding engineering, geology, geochemistry, hydrology, or other science/engineering degree.</p> <p>(4) Additional requirements apply for lead auditor candidates as established by NSNFP procedures for the qualification of auditors. Relevant experience to be verified is documented for specific individuals on NSNFP Form 2.08-1.</p>				